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FBI & OPM REVIEW COMPLETED

8 December 1966

89-66/592

MEMORANDUM FOR THE RECORD

SUBJECT: CODIB Recommendations Regarding Telecommunications
in the National Agency Check System

1. Two day's rudimentary fact gathering and preliminary analysis of proposals to transmit name check requests and replies via unclassified telecommunications links show some interesting costs in manpower and equipment figures.

2. The Civil Service Commission issues the majority of NAC requests in the government to five standard distribution points plus others on a selective basis. In November, the CSC submitted 44,000 requests to the FBI alone, resulting in name checks in the FBI's 53,000,000 card central index and a separate check of the FBI's 161,000,000 card name index leading to the fingerprint files.

3. The forms submitted by CSC are filled out (for free) by the applicant seeking federal employment. If the information supplied by the applicant had to be typed (punched) for teletype transmission to the FBI by CSC employees, it is roughly estimated that the additional costs to these two agencies alone in manpower would total \$234,000 annually, equipment, line, and maintenance costs \$85,300 for the first year, with \$2,300 annual costs in maintenance and leased lines thereafter. Costs of initial design, procedural change, and space are not included. Breakdown follows:

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4. Personnel Costs:

a. Typing: The CSC submits an average of 700 characters of information per name check to the FBI. One operator can type (and punch on paper tape) an average of 75,000 characters per day (faster than key-punching, slower than a higher priced GS-7 telegrapher). At this rate, 44,000 requests totaling 30,800,000 characters per month punched for electrical transmission (without key verification), would require 411 man days, or (odd man days per month) about 19 people per month, plus six additional people to supervise, maintain equipment and feed tape. At a salary of GS-4 average, this would amount to about \$100,000 a year in salaries for CSC to prepare tape for transmission, plus \$35,000 supervisory, etc., salaries. Total \$135,000.

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b. Reception: At the receiving end at least two employees would be needed to tend the machines, and cut the roll paper at a salary cost of \$9,500, plus a teletype (GS-7) technician @ \$6,500. Total \$16,000.

c. Overhead: Given the high turnover rate of clerical employees, add a conservative 50% in costs for all forms of administrative overhead and benefits.

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d. Telegraphing Responses: Roughly 75% of FBI responses to CSC requests are No Record at the index level of search. Assuming a 20 character response (addressing, request number, surname, NR): one man at \$5,000. The balance of replies based on file analysis (not counting some additional No Records handled by the same man) would be sensitive and not subject to unclassified telegraphic transmission.

e. Total Personnel Costs to Transmit Requests and Replies: \$234,000 annually, 29 new positions.

5. Equipment Costs:

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a. 26 (23 CSC, 3 FBI) teletype machines (20 28/37's for data preparation, 6 Mod 28 100 wpm ASR's for transmit/receive equals \$83,000 purchase incl. installation.

b. Line Costs: \$600 annually incl. remote motor control.

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c. Equipment Maintenance: \$1,700 annually.

6. Proposals for early creation of telecommunications links between NAC agencies, leaving aside technical and security problems (certain name checks and replies, even No Records, must be handled by secure and expensive systems) involve communications between agencies rather than automatic query of automated indices. The costs/manpower equation exemplified by the CSC - FBI example is as follows:

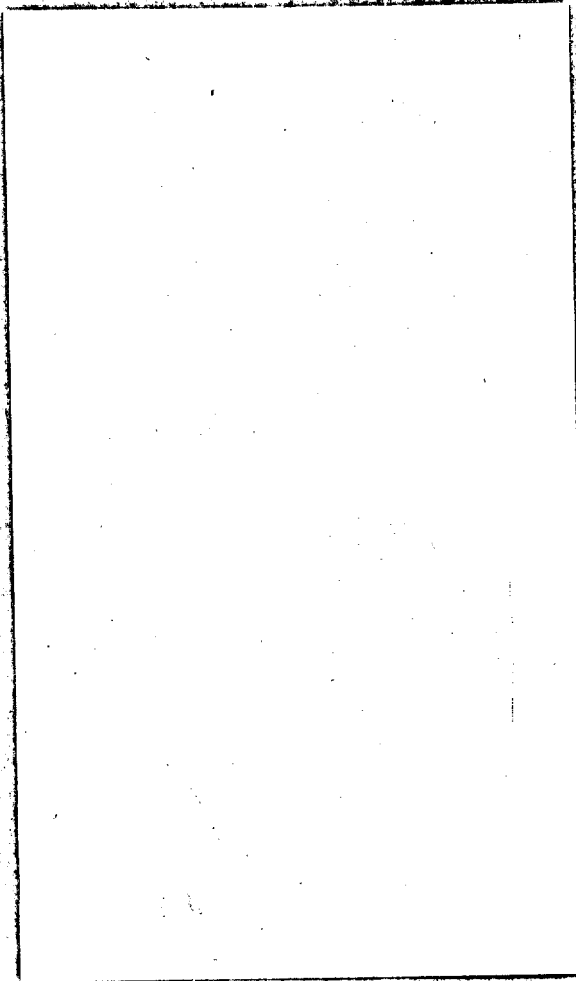
CSC and FBI manpower required to mail or hand deliver 44,000 requests and replies monthly is two persons, in the aggregate, at the salary plus overhead costs of \$15,000 annually. Switching to teletype, including equipment, would result in a net increase in cost for the first year of \$304,300, subsequent yearly cost increase of \$221,300. At best, this will bring a day's reduction in transmitting requests and replies between these two agencies.

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7. Given the above, it is not clear how greater economy, efficiency or quality in community name checking can result from the early installation of telecommunications links in the NAC process. If and when the index data base of a NAC agency is computer-stored and subject to formatted machine language inquiry by requesting agencies, significant gains may be realized in the NAC process. Even then, the potential gains will be negated if the index storage and search logic is not sufficiently flexible and sophisticated to accommodate a variety of search options.



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evaluation, ^① self-management,